DELAWARE TRANSIT CORPORATION

POSTING NO. 034-2017

POSITION VACANCY POSTING

POSTING EXTENDED

DATE OF POSTING April 1, 2017   CLOSING DATE April 30, 2017

METHOD OF APPLICATION: **Employment Application**

INTERESTED CANDIDATES MUST FILE FOR THIS POSITION BY SUBMITTING AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **April 30, 2017**.

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POSITION #:   138   JOB CODE #:   226

POSITION TITLE   Fare Systems Administrator

PAY GRADE   16   PAY RATE   PAY RANGE $47,892 - $59,865

LOCATION: New Castle County   DEPARTMENT   Transit Technologies and Support Services
                                        SECTION Transit System Administration
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CLASSIFICATION: FULL TIME   X   PART-TIME

CONTRACT: 8FR   8DR   32   N/C   X

SCHEDULED HOURS   8:00 AM – 4:30 PM   SCHEDULED DAYS Monday – Friday
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SUMMARY OF POSITION:

Principal responsibilities for the Fare Systems Administrator include the planning, requirements, design, testing, monitoring, stabilization, system integration, support, and documenting of software components for Transit Fare Systems. This position plays an instrumental role in the development and implementation of current and future systems, including peer and industry research; feasibility studies and estimates; integration with hardware devices, such as card readers and ticket vending machines; graphical user interfaces; cloud based services; account management systems; card provisioning; mobile applications; data warehousing; reporting, system and user documentation; health checks; training programs; etc.

SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications

Possession of a Bachelor's degree or higher from an accredited college or university in Business Administration, Information Technologies or a closely related field OR two years of experience in database management systems (Oracle or SQL) which includes database design, testing and implementation

1. Six months of experience as a business analyst writing technical and functional requirements
   (Applicants must detail all experience in writing technical and functional requirements.)

2. Six months of experience in information systems design and Systems Development Life Cycle (SDLC)
   (Applicant must detail all experience in information system design and Systems Development Life Cycle.)

JOB DESCRIPTION: AVAILABLE ON-LINE AT **www.dartfirststate.com**
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EQUAL OPPORTUNITY EMPLOYER
"Application must specifically address each Preferred Qualification"

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.
   JOB APPLICATIONS ARE AVAILABLE ON-LINE AT: www.dartfirststate.com

Fare Systems Administrator

Position Summary

Principal responsibilities for the Fare Systems Administrator include the planning, requirements, design, testing, monitoring, stabilization, system integration, support, and documenting of software components for Transit Fare Systems. This position plays an instrumental role in the development and implementation of current and future systems, including peer and industry research; feasibility studies and estimates; integration with hardware devices, such as card readers and ticket vending machines; graphical user interfaces; cloud based services; account management systems; card provisioning; mobile applications; data warehousing; reporting, system and user documentation; health   checks;   training   programs;   etc.

Typical Duties

The following is not a complete list of duties, and incumbents may be required to perform job duties similar to the kind listed below.

- Develops requirements, project plans, design documentation, test plans, statements of work, and requests for proposals for system procurement, implementation and/or updates

- Researches existing and developing systems in the marketplace to understand new system technology trends and advances, while communicating with peer agencies and vendors to understand solutions and lessons learned

- Provides guidance for the post-implementation and day-to-day support for the systems.

- Provides alternative design proposals, including cost/benefit analysis

- Provides train-the-trainer training for new/modified fare systems

- May serve as a project lead

Knowledge, Skills and Abilities

The following is representative of the knowledge, skills, and abilities and is not all inclusive of this job description.

- Knowledge of the concepts, methods and techniques of computer programming
- Knowledge of Data Base Management System concepts
- Knowledge of System Development Life Cycle Methodology concepts
- Knowledge of supervision

- Ability to construct flow charts
- Ability to write clear, concise, and informative reports
- Ability to communicate effectively with a variety of users
- Ability to analyze problems and formulate alternate solutions
- Ability to test data; and test and debug computer programs
- Ability to prepare time and cost estimates
- Ability to write user, operational and program documentation
- Ability to establish and maintain effective working relationships with a variety of individuals such as employees, project managers, staff, consultants, vendors and the general public
- Ability to plan, coordinate and initiate action necessary to implement recommendations
- Ability to plan, assign and direct the work of assigned staff
- Skill supporting an enterprise production financial system

Preferred Qualifications – will reorder once finalized

- Possession of a Bachelor's degree or higher from an accredited college or university in Business Administration, Information Technologies or a closely related field OR two years of experience in database management systems (Oracle or SQL) which includes database design, testing and implementation
- Six months of experience as a business analyst writing technical and functional requirements
- Six months of experience in information systems design and Systems Development Life Cycle (SDLC)
- Effective interpersonal, presentation, time management and prioritizing skills

Working Conditions

This position generally involves regular working hours and workdays, although scheduling conflicts, projects, and/or emergency situations may require work beyond the standard workweek. Work is generally conducted in the incumbent's assigned office space, although visits to other work areas may be required.

	FLSA
X	Exempt
	Non-Exempt